

**DESIGN CPFF MULTI-PHASE WITH DBE
STATEMENT OF QUALIFICATIONS/SELECTION
PANEL COMMENT FORM**

FIRM NAME _____ # _____ PANEL MEMBER _____ # _____

1. PROJECT UNDERSTANDING AND APPROACH (Maximum 40 points)

a. How well has the consultant expressed an understanding of the nature and scope of the project and the major tasks and issues that will need to be addressed? How successfully, clearly and precisely has the consultant expressed their understanding of the project? **(16 points)**

Points _____

b. How well as the consultant identified and dealt with the major tasks and issues of the project? **(12 points)**

Points _____

c. How realistic and timely is the schedule? How well has the consultant presented strategies to avoid or make up any slippage in the schedule? **(8 points)**

Points _____

d. How well has the consultant described their ability to use partnering on this project? (Refers to Construction Administration only.) **(4 points)**

Points _____

PROJECT UNDERSTANDING AND APPROACH TOTAL POINTS _____

2. PROJECT TEAM (Maximum 35 points)

a. Does the Project Principal have the authority necessary commit firm resources, and to act on behalf of the consultant regarding contractual matters, disputes, quality and timeliness of services provided? What is this person's experience and record of performance on past projects of similar type and magnitude? How has this individual been responsive to ADOT and/or other clients in the past? **(3.5 points)**

Points _____

b. What is the level of ability and experience of the proposed Project Manager? What is the person's record of accomplishing similar projects in the past in terms of (1) quality of work, (2) meeting schedules, (3) responsiveness to special needs and concerns of the client? To what degree does the Project Manager demonstrate having adequate time to commit to the project? **(14 points)**

Points _____

c. What level of expertise do other key members of the project team provide to deal with the scope of this project? How well are the roles of the key members of the team clearly defined and how well do these definitions support the delivery of the project? Do they have all the required licenses and registrations? What other essential training and/or experience do they have that uniquely supports their ability to perform the work? **(7 points)**

Points _____

d. Did the consultant specify who will be responsible for construction cost estimating? How does the person's experience relate directly to the project? **(3.5 points)**

Points _____

- e. How successfully does the team matrix demonstrate the ability, qualifications and time commitment of each key team member to complete project requirements? How has the consultant demonstrated that there is sufficient time to be committed by key staff to successfully complete project requirements? What is the degree to which key staff are currently involved with other ADOT or non-ADOT projects? **(7 points)**

Points _____

PROJECT TEAM TOTAL POINTS _____

3. FIRM CAPABILITY (Maximum 20 points)

- a. What level of experience as a Prime Consultant does the firm have that is relevant to this project? Are the firm's employees with the relevant experience participating in this project? What relevant similar sized projects has the firm worked on in the past? Were most of the projects completed by the proposing Prime Consultant? What is the degree of familiarity the consultant demonstrates with ADOT's standards and procedures? What level of expertise and commitment does the firm demonstrate to successfully complete the requirements of this project? **(8 points)**

Points _____

- b. What is the degree to which subconsultants included on this team have the technical experience, available personnel and record of performance appropriate for their anticipated roles? How did the firm fit the subconsultant's qualifications/duties into the overall picture? **(5 points)**

Points _____

- c. How has the firm demonstrated financial and human resource capacity to complete the project by the length of time it has been in business and its ability to complete projects of similar size and complexity to that of this project? In what way has the consultant shown there will be qualified personnel available to complete this project as proposed? **(4 points)**

Points _____

d. What demonstrates the consultant's quality control program will ensure a high quality final product? How has the consultant demonstrated that its quality control program has been used successfully on other similar sized and type projects in the past? **(2 points)**

Points _____

e. What internal procedures does the consultant have for providing partnering education and development? **(1 point)**

Points _____

FIRM CAPACITY TOTAL POINTS _____

TOTAL LS DESIGN CPFF MULTIPHASE WITH DBE POINTS _____

TO BE COMPLETED BY ENGINEERING CONSULTANTS SECTION (ECS)

4. LOCATION OF WORK – SCORED BY ECS (Maximum Points 5)

Points will be awarded based on key elements of work performed by the prime consultant and the subconsultants:

0 points – Less than 50% of work done in State

1 point – At least 50% but less than 95% of all work done in State

2 points – At least 95% of all work done in State

4 points – 100% of all work by the Prime and Subconsultant must be performed in state.

5 points – 100% of all work by the Prime and Subconsultant must be performed in State. Prime must be project convenient (within 80 miles of principal job site.)

Points _____

Points _____

5. ORAL INTERVIEWS - SCORED BY PANEL (Maximum Points 20)

a. How well did the presentation complement or enhance the materials presented in the consultant's SOQ? **(10 points)**

Points _____

- b. How did the Consultant Team respond to the panel questions? (Were the answers accurate, lacking, demonstrate an understanding of the requirements of the project, etc.?) **(10 points)**

Points _____

Oral Interview Total Points _____

TO BE DETERMINED BY THE ADOT CIVIL RIGHT OFFICE

6. DBE PARTICIPATION

This criteria is a “go” or “no go” stipulation. Did the firm pledge to meet DBE goals outlined in the SOQ Package or provide satisfactory “Good Faith Efforts” to meet goals?

YES _____ **NO** _____